

SBA 138
ARCHITECT/ENGINEER EVALUATION
FORM

School Building Authority of West Virginia
ARCHITECT/ENGINEER EVALUATION FORM
 (Submit For Each Architect/Engineer at the Conclusion of the Project)

PROJECT: _____ DATE: _____

ARCHITECT/ENGINEER: _____

ITEM	EVALUATION CRITERIA	EVALUATION SCORE
1	Ability to work cooperatively and successfully with the educational facilities planning committee	
2	Cooperation with the project review team (owner, SBA, CM, CA, etc.)	
3	Ability to produce the building design and construction documents within the established time schedule	
4	Quality of adequate on-site project observations during the construction phase of the project	
5	Attention to timely responses on project submission documents and construction questions presented by the contractor during construction	
6	Ability to minimize construction change orders required due to a lack of design coordination or incomplete construction documents	
7	Ability to work cooperatively with the SBA planning and design review process	
8	Ability to manage the construction contracts and work cooperatively with all contractors	
9	Ability to provide clear and concise construction documents	
10	Ability to produce school design within the established budget	
11	Number of project change orders _____ that increased the cost of the project \$ _____ Of these change orders, how many were required due to design coordination or incomplete construction documents by the architect or engineer _____	
12	Did the final design meet the educational goals Yes _____ No _____	
13	Would you consider using this architect/engineer in the future Yes _____ No _____	
14	Overall evaluation of the architect/engineer's performance on this project	

EVALUATION SCORING:
 Rate the contractors performance based on the following scale:
 5 = Excellent; 4 = Good; 3 = Satisfactory; 2 = Less than Satisfactory; 1 = Unacceptable; N/A = Not Applicable
 Comments are required if any score is less than 3

EVALUATOR: _____ DATE: _____

SBA REPRESENTATIVE: _____ DATE: _____

COMMENTS: (Required for any score less than 3) - continued

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